

PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY

- APPLICATIONS FOR ATTENTION** : Director-General: Palama, Private Bag X759, Pretoria, 0001
 : Ms HD Janssen van Vuuren, HR Department, and Palama by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, and Pretoria; or by post to Palama, Private Bag X759, Pretoria, 0001. E-mailed and faxed applications will not be accepted. Please indicate in your application the position for which you are applying and its reference number
- CLOSING DATE** : 26 February 2010
- NOTE** : Applications must consist of: a fully completed and signed Z83 form (please fill in all the boxes on the Z83 – it may be downloaded from the DPSA website at www.dpsa.gov.za); a recent comprehensive CV; telephone, fax and e-mail contacts for three referees; certified copies of ID document and educational qualifications; and a letter of motivation indicating why you are interested in the position and consider yourself suitably qualified. The Z83 form requires an indication of race, gender. Please also indicate disability if applicable. Palama seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. Its commitment to equity includes providing an enabling environment for all employees. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. References will be taken for short-listed candidates, and they will be required to complete competence exercise. Successful candidates will be appointed on a probation period of 12 months. Appointments will be subject to the verification of criminal records, citizenship, financial/asset records, and educational qualifications (for which a consent form needs to be completed). Palama reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 05/75** : **CHIEF FINANCIAL OFFICER (REF CFO01/2010)**
 Palama is a government department within the portfolio of the Minister for Public Service and Administration. Like other government departments, this Department operates within the Public Service Public Finance Management Act. In order to be successful the organisation has to cultivate and sustain a wide network of partners and relevant players. Palama is the primary vehicle through which government is addressing the capacity and skills challenges that the South African Public Service experiences at all employment levels. In terms of its capacity building role, Palama is also a key player in contributing to developmental agenda of government, transformation and service delivery in the public service. Suitably qualified and experienced candidates are invited to apply for the following vacant position of Chief Financial Officer.
- SALARY** : An inclusive remuneration package commencing at R790 953 per annum, comprising basic salary (60% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. [The remuneration package is to be structured in terms of the regulations of the Senior Management Service (SMS) contained in the SMS handbook.]Candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Pretoria
 : *A post graduate qualification in Financial Management and/or equivalent. *A SAICA CA qualification is strongly recommended. *The candidate should have extensive and demonstrable skills, knowledge and experience relevant to performing the functions of a Chief Financial Officer in the public sector.*Comprehensive knowledge and understanding of the PFMA including proven experience in its application. *In addition, relevant experience and skills in Supply Chain Management within a trading entity. *Any other GAAP environment would be a strong recommendation. *Proven managerial skills. *A track record in preparation and management of strategic plans, business plans

and budgeting. *Ability to implement internal systems and controls to ensure sound Financial Management, and other resources management practices.

DUTIES

: Provides strategic direction to modernizing and leveraging the modus operandi of financial services, to address the expanded needs of Palama for on-line financial solutions and insightful and relevant management information. Drive the implementation of an integrated financial processing and management system, linked to those of line functions. Engage vigorously with clients to understand their needs and to empower them. Support the DG and other Senior Managers in the execution of their functions in terms of the Public Service Act, 1994, and Public Finance Management Act, 1999 as Chief Financial Officer.

ENQUIRIES

: Mr RM Mmutlana, DDG: Office of the Director-General, 012 – 441 6177